



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>6/14/73</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. <b>12</b>		Date Received <b>JUN 22 1973</b>	Application No. <b>73-441</b>	Date Completed <b>JUN 28 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Ga. Dept. of Labor Labor Bldg., Atlanta, Ga. 30323</b> <b>Employment Security Agency</b> <b>Unemployment Insurance Div.</b> <b>Investigation Section</b>		4. Person to Contact <b>Patrick A. Fridell</b>		
		5. Working Title <b>Chief</b>	6. Tel. No. <b>656-3060</b>	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest  
Dates of Series  
**1967 to PRESENT**

9. Exact Series Title  
**Probation Record Index Files**

10. What is the function of the office in which this record series is created? The function of the Unemployment Insurance Div. is to implement the Ga. Employment Security Law which requires that legal entities employing workers in Ga. report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements.
- The Investigation Section is responsible for establishing overpayments on and making all reasonable efforts to recover any such benefits paid through error, administrative redetermination or occasioned by fraud.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents (3" X 5" - Cards) relating to performance where restitution is a condition of probation in those cases involving an overpayment along with the prosecution. Included are cards on all probated cases. These files are arranged alphabetically.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
5" X 8"	1			This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	1	1	1	1

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ [ ]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? <sup>with</sup> difficulty ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept indefinitely years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [X] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Due to court workloads it is difficult for court personnel to follow up on probationers; therefore, this section does follow up on its cases.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [ ] CALENDAR YEAR - ☐ [ ] FISCAL YEAR - ☒ [X] OTHER See below, then:

- ☐ [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

Upon closure of the case place all documents in the inactive file; then cut off the inactive file at the end of each calendar year; then hold in current files area one year; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John C. Arnold</i>	Date <i>6/14/73</i>	OTHER REQUIRED SIGNATURES	DATE
26. in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	<i>[Signature]</i>	<i>5-18-73</i>
STATE RECORDS COMMITTEE	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Hagan</i>	<i>6-26-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	<i>6-22-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Robert H. Bell</i>	<i>6-26-73</i>